



Early Years Application

Early Years Notifications Menu

Note: Early Years Administrators will have the full function of the Notifications menu - Please be aware that sensitive content is discussed within the help guide.

Before you complete any assessments in the child profile, please ensure that you're in the correct child profile by checking the child's demographic information. It's advisable to only have one Early Years or Early Education session open at a time.

Help Guide Quick links:

[Notifications Menu](#)

[Transfer Record](#)

[Action Type: New](#)

[Action Type: Update](#)

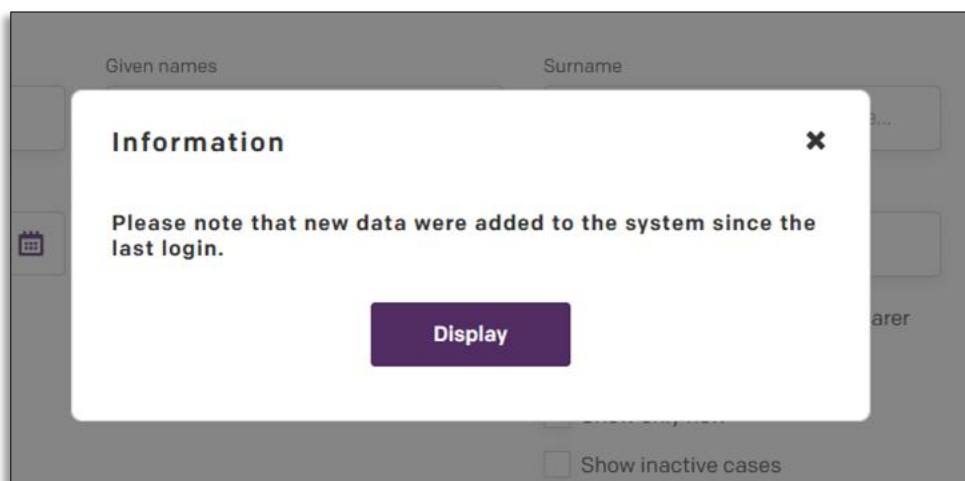
[Action Type: Transfer Rejected](#)

[Action Type: New Transferred](#)

[Action Type: Deceased](#)

Notifications Menu:

When you log into the Early Years Application a pop-up prompt may display a notification that new data has been added to the system since you last logged in. **'Click' 'Display'** and you will be redirected to the Notifications Menu. **'Click'** the **'X'** at the top right of the prompt to close the window.



'Click' 'Notifications' on the left side of the menu bar. The **'Notifications'** page will appear providing **'Record type'** information for Carer, Child and Person. These **'Action types'** include New, Updated, Transfer Rejected, New Transfer and Deceased.

The screenshot shows the Notifications page with a search bar and a table of records. The search bar contains the text "Search for child or carer, Ni" and a magnifying glass icon. The table has the following columns: Record type, Full name, NHS number, Date of birth, Locality, Source, Action type, Updated date, and Created date.

Record type	Full name	NHS number	Date of birth	Locality	Source	Action type	Updated date	Created date
Child	BABY SCHILLER	9039040222	28/08/2024	Training	NEMSpds-birth-notification-1	NEW	24/09/2024, 16:13	Details
Person	ISABELLA.MARTIN	9369542892	02/02/2000	Training	NEMSpds-change-of-address-1	UPDATE	24/09/2024, 15:40	Details
Carer	RON COOKIE	9268112477	01/01/2000	Training	NEMSpds-change-of-address-1	UPDATE	24/09/2024, 15:28	Details

'Search' by **'typing'** the name of a child, carer or use the NHS number.

This screenshot is identical to the previous one, but the search bar is highlighted with a red rectangle to indicate the search functionality.

You can search and filter by **'Record type'** or **'Action type'**. **'Click'** Record type or the Action type arrow to view the dropdown menu.

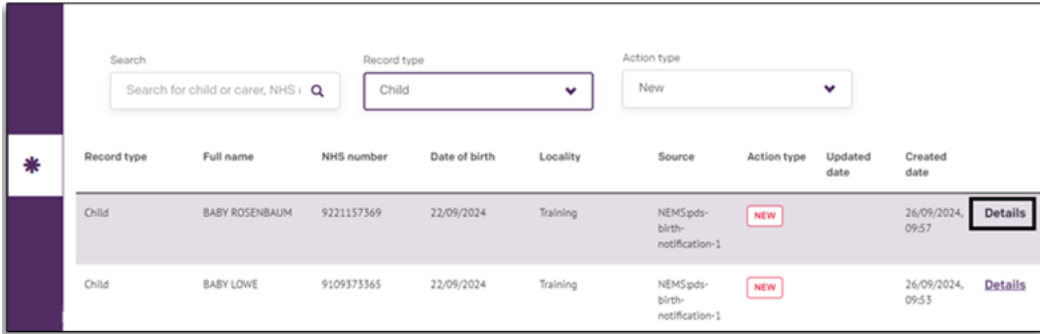
This screenshot shows the Notifications page with the Record type and Action type dropdown menus open. The Record type dropdown shows options: Carer, Child, and Person. The Action type dropdown shows options: New, Update, Transfer rejected, New transferred, and Deceased.

Record type	Full name	NHS number	Date of birth	Locality	Source	Action type	Updated date	Created date
Child	EMILY LEACH TEST	9995638975	20/12/2023	Training	NEMSpds-change-of-address-1	UPDATE		
Child	BABY DURGAN III	9569038381	28/08/2024	Training	NEMSpds-birth-notification-1	TRANSFER REJECTED		

Note: The Record types are Carer, Child and Person.

Transfer Record:

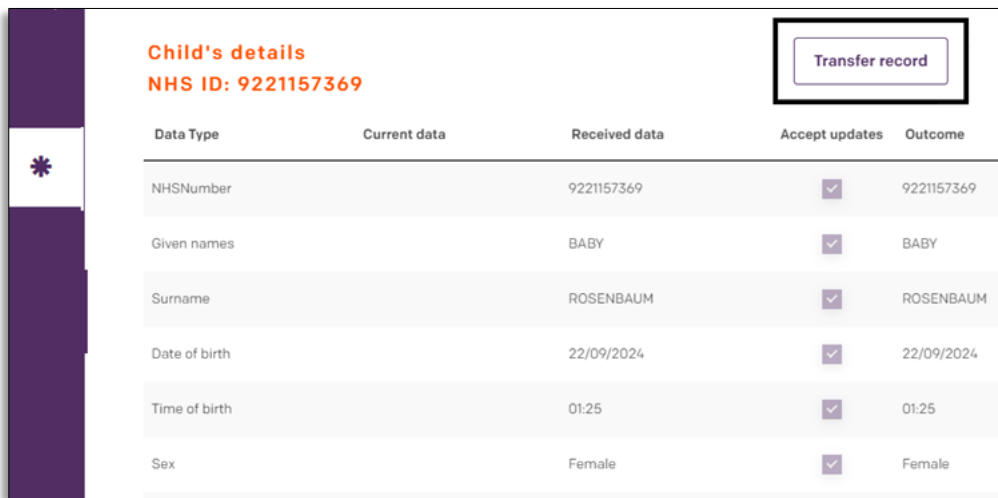
'Click' 'Details' on the profile you want to transfer to another Locality.



The screenshot shows a search interface with filters for 'Record type' (Child) and 'Action type' (New). Below the filters is a table with columns: Record type, Full name, NHS number, Date of birth, Locality, Source, Action type, Updated date, and Created date. Two records are listed, both with 'NEW' action types and 'Details' links.

Record type	Full name	NHS number	Date of birth	Locality	Source	Action type	Updated date	Created date
Child	BABY ROSENBAUM	9221157369	22/09/2024	Training	NEMSpds-birth-notification-1	NEW	26/09/2024, 09:57	26/09/2024, 09:57
Child	BABY LOWE	9109373365	22/09/2024	Training	NEMSpds-birth-notification-1	NEW	26/09/2024, 09:53	26/09/2024, 09:53

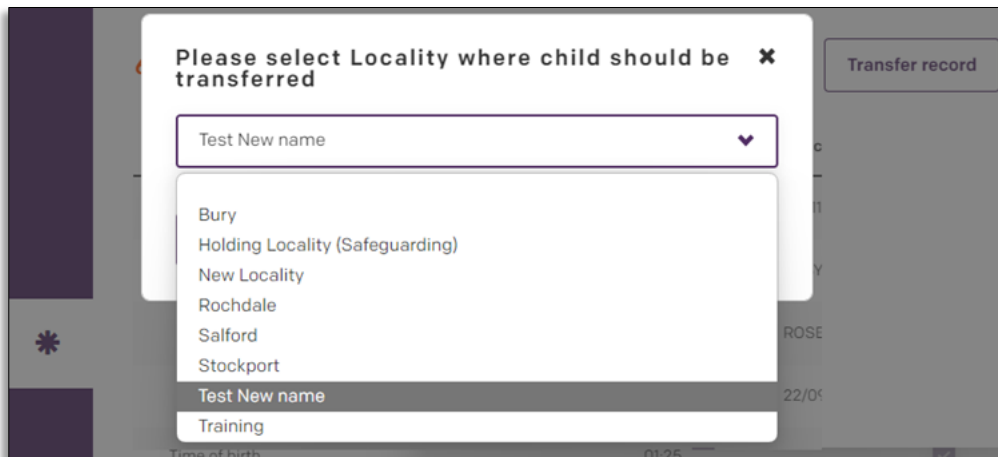
'Click' Transfer record.



The screenshot shows a 'Child's details' page for NHS ID: 9221157369. A 'Transfer record' button is highlighted. Below the button is a table comparing 'Current data' and 'Received data' for various fields, with 'Accept updates' checkboxes and 'Outcome' values.

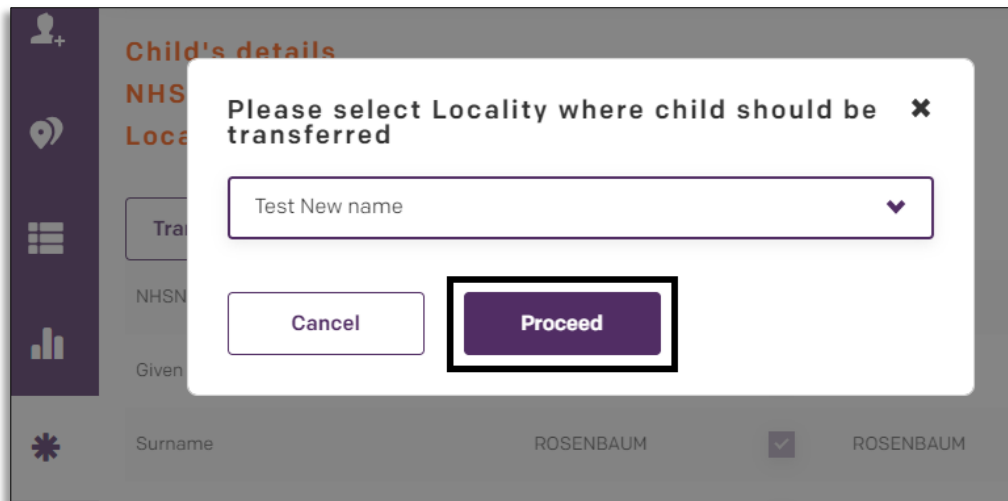
Data Type	Current data	Received data	Accept updates	Outcome
NHSNumber		9221157369	<input checked="" type="checkbox"/>	9221157369
Given names		BABY	<input checked="" type="checkbox"/>	BABY
Surname		ROSENBAUM	<input checked="" type="checkbox"/>	ROSENBAUM
Date of birth		22/09/2024	<input checked="" type="checkbox"/>	22/09/2024
Time of birth		01:25	<input checked="" type="checkbox"/>	01:25
Sex		Female	<input checked="" type="checkbox"/>	Female

A prompt will display, 'Click' the drop-down arrow to view the Locality options.



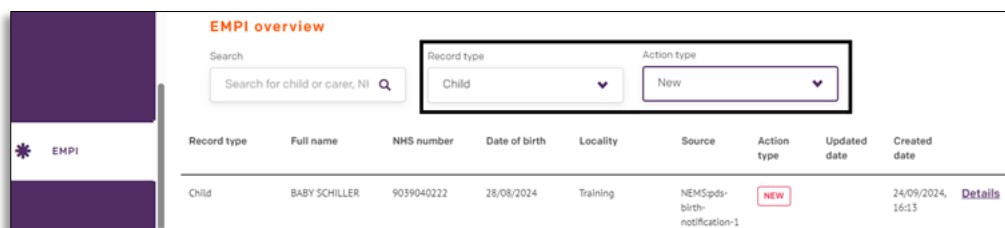
The screenshot shows a dialog box titled 'Please select Locality where child should be transferred'. It features a search input field with 'Test New name' and a dropdown arrow. Below the input is a list of locality options: Bury, Holding Locality (Safeguarding), New Locality, Rochdale, Salford, Stockport, Test New name, and Training. A 'Transfer record' button is visible in the background.

Once you have selected the Locality. **'Click' 'Proceed'**. The profile will be transferred.



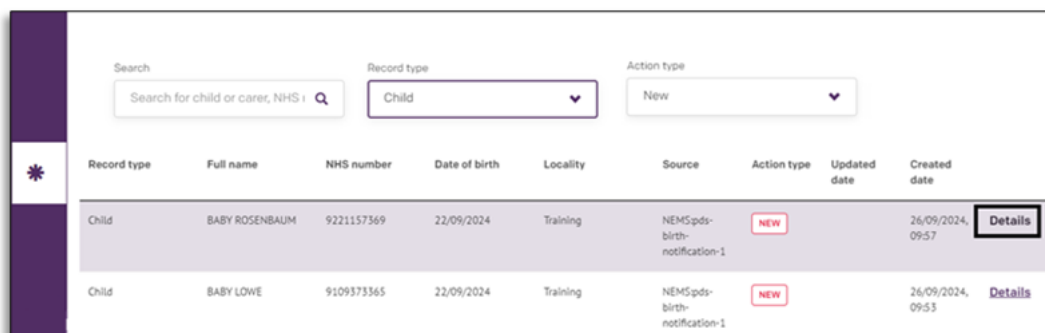
Action Type: New

In this scenario the **'Record type' 'child'** is selected, and the **'Action type' is 'New'**. You will only view child new birth information.

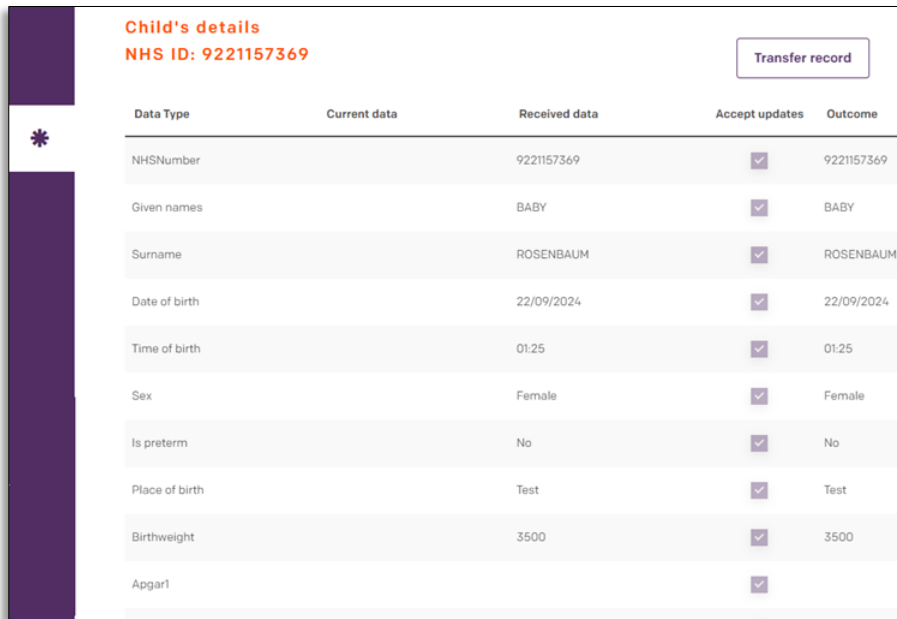


Note: The Record type **'Person'** refers to the 1st or 2nd parent. The first parent may not have a profile in the application as they are not the primary carer.

'Click' 'Details' to view the new birth child's details profile.



The **'Child's details'** page allows you to review the Child's and Parent details. **'Scroll-down'** to view the Parent's details and review the entire page.



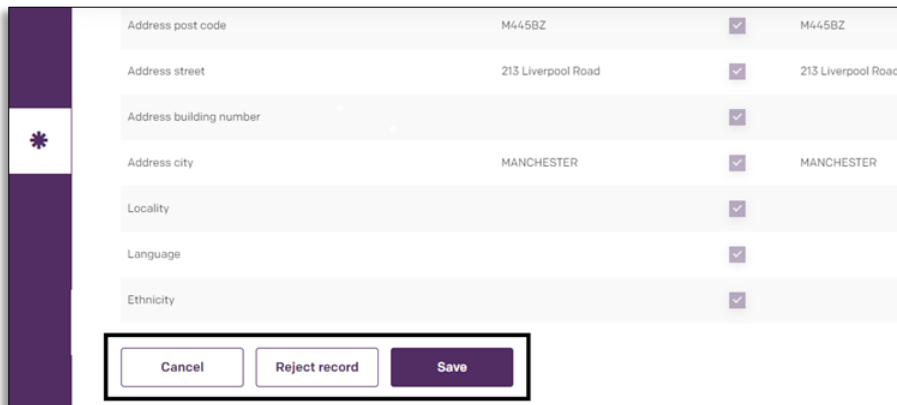
Child's details
NHS ID: 9221157369

[Transfer record](#)

Data Type	Current data	Received data	Accept updates	Outcome
NHSNumber		9221157369	<input checked="" type="checkbox"/>	9221157369
Given names		BABY	<input checked="" type="checkbox"/>	BABY
Surname		ROSENBAUM	<input checked="" type="checkbox"/>	ROSENBAUM
Date of birth		22/09/2024	<input checked="" type="checkbox"/>	22/09/2024
Time of birth		01:25	<input checked="" type="checkbox"/>	01:25
Sex		Female	<input checked="" type="checkbox"/>	Female
Is preterm		No	<input checked="" type="checkbox"/>	No
Place of birth		Test	<input checked="" type="checkbox"/>	Test
Birthweight		3500	<input checked="" type="checkbox"/>	3500
Appar1			<input checked="" type="checkbox"/>	

Note: Transfer record allow you to select a locality where the child profile should be transferred to.

Scroll-down the page and you will see 3 options. **'Click' 'Cancel'** to undo any actions and close the page. **'Reject Record'** will allow you to choose a reason for rejecting the record and close the page. **'Click' 'Save'** to confirm the information is correct and allow the system to create the profile.



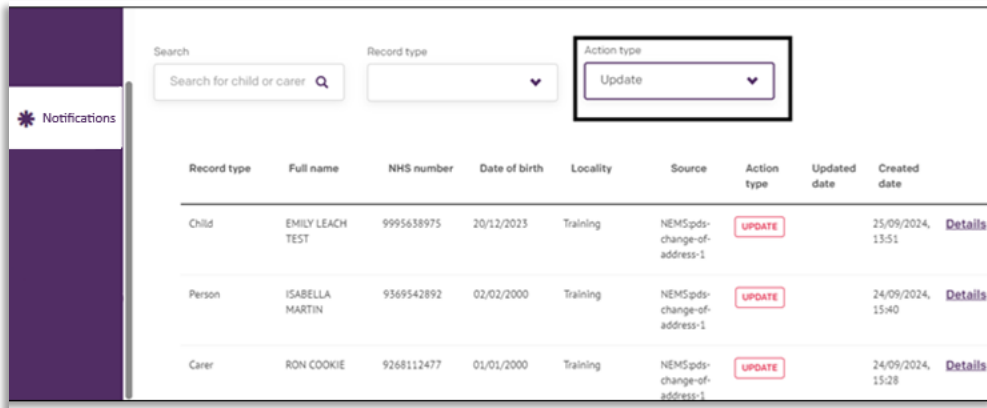
Address post code	M445BZ	<input checked="" type="checkbox"/>	M445BZ
Address street	213 Liverpool Road	<input checked="" type="checkbox"/>	213 Liverpool Road
Address building number		<input checked="" type="checkbox"/>	
Address city	MANCHESTER	<input checked="" type="checkbox"/>	MANCHESTER
Locality		<input checked="" type="checkbox"/>	
Language		<input checked="" type="checkbox"/>	
Ethnicity		<input checked="" type="checkbox"/>	

[Cancel](#) [Reject record](#) [Save](#)

Note: Once you save the record you can search for the profile in the Children's menu.

Action Type: Update

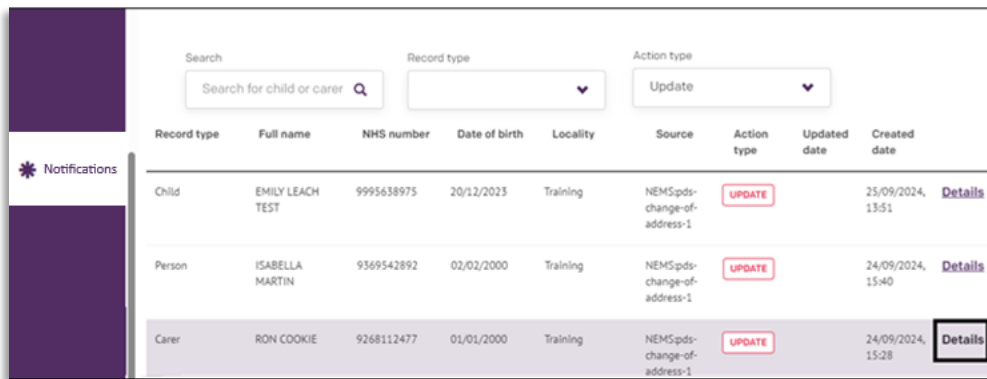
In this scenario the 'Action type' is 'Update' which allows you to view a 'Record type' that has been recently updated.



The screenshot shows a search interface with a sidebar on the left containing a 'Notifications' icon. The main area has three dropdown menus: 'Search' (with a search box), 'Record type' (empty), and 'Action type' (set to 'Update'). Below these is a table with columns: Record type, Full name, NHS number, Date of birth, Locality, Source, Action type, Updated date, and Created date. Three rows are visible, each with an 'UPDATE' button and a 'Details' link.

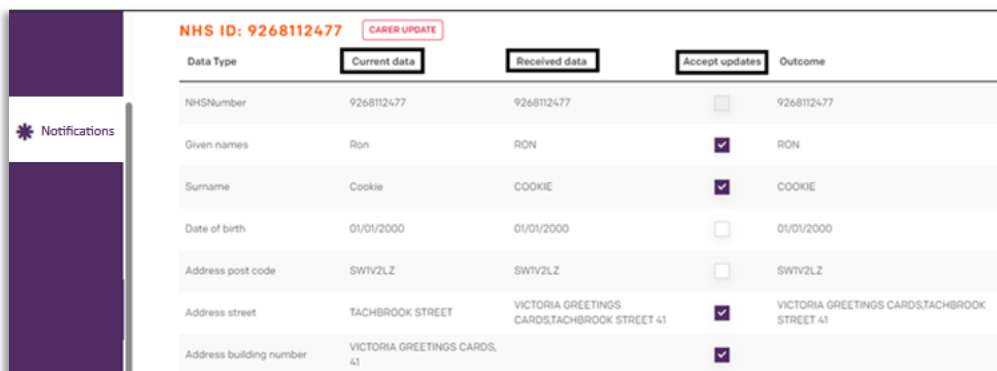
Record type	Full name	NHS number	Date of birth	Locality	Source	Action type	Updated date	Created date
Child	EMILY LEACH TEST	9995638975	20/12/2023	Training	NEMSpds-change-of-address-1	UPDATE	25/09/2024, 13:51	Details
Person	ISABELLA MARTIN	9369542892	02/02/2000	Training	NEMSpds-change-of-address-1	UPDATE	24/09/2024, 15:40	Details
Carer	RON COOKIE	9268112477	01/01/2000	Training	NEMSpds-change-of-address-1	UPDATE	24/09/2024, 15:28	Details

'Click' 'Details' to view the profile.



This screenshot is identical to the previous one, but the 'Details' link for the 'Carer' record (RON COOKIE) is highlighted with a black box.

The Update page will display the 'Current data' and 'Received data'. The 'Accepted updates' boxes are automatically ticked to confirm the 'Outcome'. 'Click' the box to 'untick' and return the Outcome information to the 'Current data' status. 'Scroll-down' the page.



The screenshot shows the 'Update' page for NHS ID: 9268112477. At the top right, there is a 'CARER UPDATE' button. The table below compares 'Current data' and 'Received data' across various fields. An 'Accept updates' column contains checkboxes, and an 'Outcome' column shows the result. The 'Outcome' for 'Given names', 'Surname', and 'Address building number' is '9268112477', while for 'NHSNumber', 'Date of birth', and 'Address post code', it is '01/01/2000'.

Data Type	Current data	Received data	Accept updates	Outcome
NHSNumber	9268112477	9268112477	<input type="checkbox"/>	9268112477
Given names	Ron	RON	<input checked="" type="checkbox"/>	RON
Surname	Cookie	COOKIE	<input checked="" type="checkbox"/>	COOKIE
Date of birth	01/01/2000	01/01/2000	<input type="checkbox"/>	01/01/2000
Address post code	SW1V2LZ	SW1V2LZ	<input type="checkbox"/>	SW1V2LZ
Address street	TACHBROOK STREET	VICTORIA GREETINGS CARDS,TACHBROOK STREET 41	<input checked="" type="checkbox"/>	VICTORIA GREETINGS CARDS,TACHBROOK STREET 41
Address building number	VICTORIA GREETINGS CARDS, 41		<input checked="" type="checkbox"/>	

Note: If you untick a box, you will see the 'Outcome' data change.

Scroll-down the page and you will see 3 options. **'Click' 'Cancel'** to undo any actions and close the page. **'Reject Record'** will allow you to choose a reason for rejecting the record and close the page. **'Click' 'Save'** to confirm the information is correct and allow the system to create the profile.

Address street	TACHBROOK STREET	VICTORIA GREETINGS CARDS,TACHBROOK STREET 41	<input checked="" type="checkbox"/>	VICTORIA GREETINGS CARDS,TACHBROOK STREET 41
Address building number	VICTORIA GREETINGS CARDS, 41		<input checked="" type="checkbox"/>	
Address city	LONDON	LONDON	<input type="checkbox"/>	LONDON
Locality	Training	Training	<input type="checkbox"/>	Training
Language			<input type="checkbox"/>	
Ethnicity			<input type="checkbox"/>	

Action Type: Transfer Rejected

In this scenario the **'Action type'** is **'Transfer rejected'** which will show the transfers that have been rejected. **'Click' 'Details'** to view the profile.

Search	Record type	Action type
Search for child or carer, NH <input type="text"/>	<input type="text"/>	Transfer rejected <input type="text"/>

Record type	Full name	NHS number	Date of birth	Locality	Source	Action type	Updated date	Created date	
Child	BABY DONUT	9008310139	22/09/2024	Training	NEMSpds-birth-notification-1	TRANSFER REJECTED	26/09/2024, 16:17	26/09/2024, 16:16	<input type="button" value="Details"/>

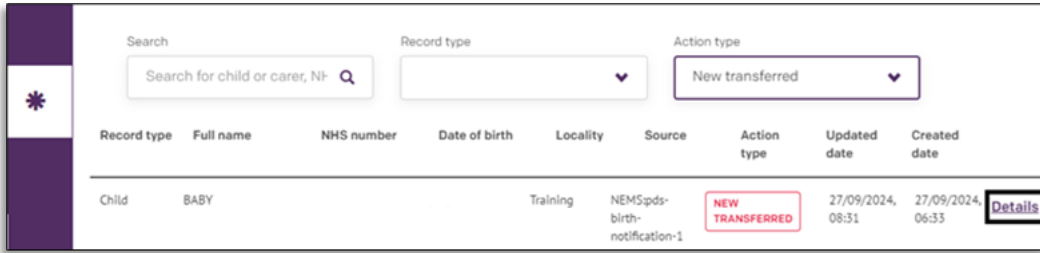
Choose to Transfer the record again or Scroll-down the page to **'Cancel'**, **'Reject record'** or **'Save'** the profile.

Child's details
NHS ID: 9221157369

Data Type	Current data	Received data	Accept updates	Outcome
NHSNumber		9221157369	<input checked="" type="checkbox"/>	9221157369
Given names		BABY	<input checked="" type="checkbox"/>	BABY
Surname		ROSENBAUM	<input checked="" type="checkbox"/>	ROSENBAUM
Date of birth		22/09/2024	<input checked="" type="checkbox"/>	22/09/2024
Time of birth		01:25	<input checked="" type="checkbox"/>	01:25
Sex		Female	<input checked="" type="checkbox"/>	Female

Action Type: New Transferred

In this scenario the 'Action type' is 'New Transferred' which displays a profile that has been transferred from another Locality. 'Click' 'Details' to view the profile.

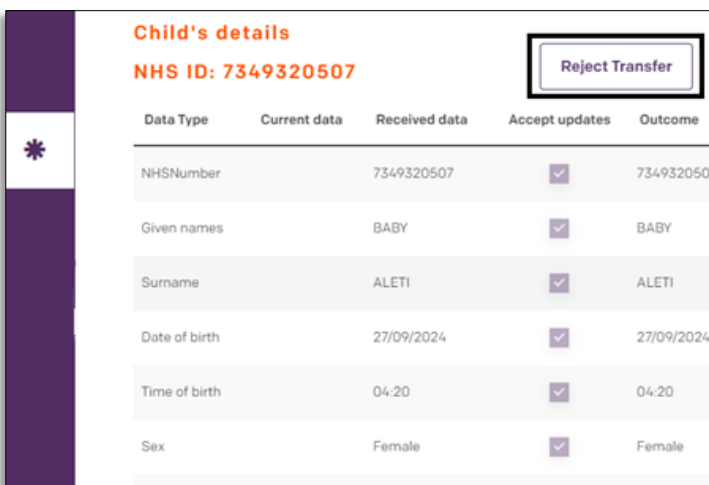


The screenshot shows a search interface with a search bar containing 'Search for child or carer, NI', a 'Record type' dropdown, and an 'Action type' dropdown set to 'New transferred'. Below the search bar is a table with the following data:

Record type	Full name	NHS number	Date of birth	Locality	Source	Action type	Updated date	Created date	
Child	BABY			Training	NEMSpds-birth-notification-1	NEW TRANSFERRED	27/09/2024, 08:31	27/09/2024, 06:33	Details

Note: You will need to reject the transfer or click save to accept the profile.

'Click' 'Reject Transfer' and the profile will be sent back to the original Locality. Scroll-down the page to 'Cancel', 'Reject record' or 'Save' the profile.

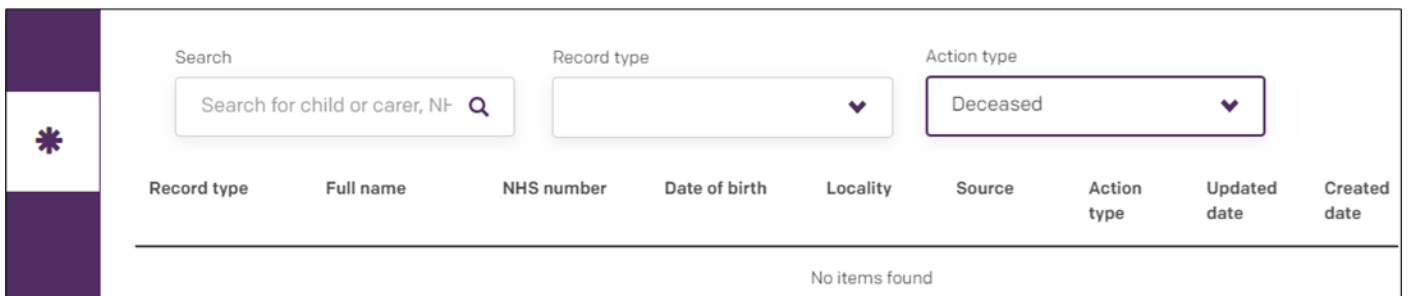


The screenshot shows the 'Child's details' page for NHS ID: 7349320507. A 'Reject Transfer' button is highlighted. The table below shows the data comparison:

Data Type	Current data	Received data	Accept updates	Outcome
NHSNumber		7349320507	<input checked="" type="checkbox"/>	7349320507
Given names		BABY	<input checked="" type="checkbox"/>	BABY
Surname		ALETI	<input checked="" type="checkbox"/>	ALETI
Date of birth		27/09/2024	<input checked="" type="checkbox"/>	27/09/2024
Time of birth		04:20	<input checked="" type="checkbox"/>	04:20
Sex		Female	<input checked="" type="checkbox"/>	Female

Action Type: Deceased

'Click' 'Details' to view the profile. Review the profile and 'click' confirm to close the case. All the correspondence with the carer will be suspended.



The screenshot shows a search interface with a search bar containing 'Search for child or carer, NI', a 'Record type' dropdown, and an 'Action type' dropdown set to 'Deceased'. Below the search bar is a table with the following data:

Record type	Full name	NHS number	Date of birth	Locality	Source	Action type	Updated date	Created date
No items found								

Note: Not all Localities will have this view.